

Tasking Memorandum No. 98-73

Memorandum for Commanders, Defense Contract Management Districts

Subject: Developing Guidance for Other Transactions

Date: March 4, 1998

Suspense Date: March 31, 1998

Target Audience: All personnel involved in administration of Other Transactions and Flexible Cooperative Agreements at Agreements Administration Centers.

New Information: Other Transactions (OTs) and Flexible Cooperative Agreements (FCOs) are used increasingly to assist and stimulate research in areas which may be beneficial to the Department of Defense, and to develop prototypes of military weapons systems. The DCMC administration workload for these instruments is growing substantially. These instruments are not covered by the Federal Acquisition Regulations or the Defense Federal Acquisition Regulation Supplement, and are not currently addressed in the DLAM 5000.4, Contract Management (The One Book).

New Tasking: DCMC-OC, the Districts and the Agreements Administration Centers (AACs) conducted a conference call on January 29, 1998 to address the development of guidance for administration of OTs and FCOs. Functional areas were discussed to determine assignment among the four AACs for the development and enhancement of the current draft "Other Transactions Handbook" and to review the One Book processes for incorporation of guidance addressing OT/FCO administration.

Requirements:

Core administrative functions have been divided into thirteen topical areas. Those areas have been assigned among the four AACs as indicated on Attachment 1. Personnel from each center will review topical areas assigned and 1) develop draft changes to the appropriate sections of the One Book and 2) develop more detailed guidance (including best practices and lessons learned) to the "Other Transactions Handbook", which will be issued as a guidebook by DCMC Headquarters.

Center personnel will coordinate closely with DCMC HQ process owners for impacted One Book Chapters. Draft revisions to One Book chapters and the Other Transactions Guidebook will be submitted to DCMC-OC not later than March 31, 1998. The revisions will also be forwarded simultaneously to Defense Contract Management District POCs and the other three centers, for review and comment. Comments from the District POCs are due to DCMC-OC by April 7, 1998.

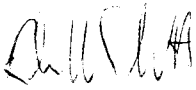
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Attachment

ATTACHMENT

Other Transaction and Flexible Cooperative Agreement Guidance Development Assignments

Handbook Chapter	Title	Cognizant AAC
1	Introduction to Other Transactions	Seattle
	Early CAS	Syracuse
2	General Administration	Atlanta
3	Patents	San Diego
4	Data Rights	San Diego
5	March-In rights	Syracuse
6	Foreign Access to Technology	Seattle
7	Payments	San Diego
8	Finance	Syracuse
9	Property / Equipment	Seattle
10	Termination/Equitable Adjustment	Atlanta
11	Close Out	Seattle
13	Program Management Reviews	Seattle